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# eMARS1201

# TRAVEL



## Customer Resource Center

eMARS Training

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## TOPIC 1 - TRAVEL AUTHORIZATION & EXPENSE REIMBURSEMENT OVERVIEW

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### PURPOSE

The purpose of this topic is to provide an overview of the **Travel Authorization** and **Expense Reimbursement** process for the Commonwealth of Kentucky using eMARS. The following types of users are involved in the Travel Authorization and Expense Reimbursement process:

- The traveler is the person who is traveling on behalf of the Commonwealth and is incurring expenses resulting from the trip;
- The approver is the person (usually a manager or supervisor) who approves a trip or expenses for a traveler; and,
- The travel system administrator is the person who maintains the travel system based on the Commonwealth travel regulations. This is a centralized task that the Finance Cabinet, Statewide Accounting Services performs.

### EXPECTATIONS

- Prerequisites: eMARS 101 Intro to eMARS (“on-line”)

### TRAVEL GENERAL INFORMATION

- **TE** stands for Travel Encumbrance but the event type that the user selects is a non-encumbering event type
- Multiple employees can be entered on the same travel authorization or travel reimbursement document
- Mileage distances must be tracked by the employee
- eMARS requires the user to enter an object code in the **Object** field on the Accounting line. Only Object Codes designated for travel documents can be used.
- eMARS does not require the traveler to enter a specific destination
- eMARS does not automatically calculate “allowable” per diem reimbursements or indicate whether a travel destination is a “high rate” or “low rate” destination
- In eMARS, the mileage rate is based on your destination. Select the destination, from the Destination (DEST) table pick list, that defines your mileage reimbursement rate

### EMARS IMPLEMENTATION

- When seeking a travel authorization for out-of-state travel, the user must submit a **TE** document .
- The **TE** document is used for both in-state (**IS**) and out-of-state (**OS**) travel.

- For any Travel document, the user does not select specific destinations. For example, the user does not enter a valid destination from Frankfort to Cincinnati.
- When selecting the destination on the **TE** and **TP** documents, the user should choose whether the travel is in-state or out-of-state and also select the destination code which has the correct mileage rate assigned to it. For example, **ISPOV45** is travel In-state where the current mileage rate is 45 cents per mile. The **IS** and **OS** codes are established on the Destination (**DSTN**) table.
- Expense types in the drop down menu of the Travel document are predefined. The user cannot request or add their own expense type.
- In the **TP** document under the **Document Header**, the **Purpose of Travel** is a drop down menu and cannot be edited. If an option does not fit the user's needs, they are able to further document the travel need in the **Extended Description** section.

**Document Codes**

<b>Travel Functionality</b>	<b>eMARS Document</b>
Registration Advance	TE
Travel Authorization (in state and out of state)	TE
Travel Reimbursement	TP
Internal Reimbursement (State Park)	IET
Internal Reimbursement ( Motor Pool)	IET

**OBJECTIVES**

By the completion of this class you will have:

- Set up a Travel Authorization (**TE**)
- Set up a Travel Reimbursement and; (**TP**)
- Describe the Internal Resource Expense Authorization and Payment process (**IET**)

## **TRAVEL CONCEPTS**

The eMARS Travel System supports the Travel Authorization and Expense Reimbursement processes for the Commonwealth of Kentucky. These processes include travel policy enforcement, electronic submission and approval of travel documents, and support for per diem calculation and mileage expenses.

### **Major Concepts In The Travel System:**

- **Travel Authorizations:** The user creates these documents to provide estimates to obtain approval for a business-related trip.
- **Travel Payment Vouchers:** The user creates these documents to record the expenses for the trip and to reimburse the traveler by the Commonwealth. Also, Registration Fees are paid from travel payment vouchers.
- **Travel Event Types:** There are two valid event types. **XTR1** is the default on the **TE** document and **TR04** is the default for the **TP** document.
- **Accounting Templates:** Provides easy entry of accounting data. Populates fund and detail accounting elements on documents.
- **Object Codes for Travel:** Selected Object Codes are available for use on the Travel documents. The **VDOCOBJ** table will display the selected codes for the **TE** and **TP** documents.
- **Travel Destination:** The user should choose an in-state or out-of-state destination with the current mileage rate assigned to it.
- **Internal Resources:** These are organizations within the Commonwealth of Kentucky which provide services to travelers (e.g., State Parks and Motor Pool).
- **eMARS Tables:** The Destination (**DSTN**) table allows the user to choose the In State (**ISPOV40**) or Out of State (**OSPOV40**) codes on travel documents. The Travel Destination Expense (**TDET**) will infer the chosen Travel Destination expense type for in-state or out-of-state travel.

## **TRAVEL AUTHORIZATION**

Travelers may request approval for a business-related trip by using the **Travel Authorization (TE)** documents. It is on these documents that the traveler indicates the trip destination(s), trip purpose, trip dates, and if applicable, requests for advance registration fees. The system then records the trip information. Payments for advance registration fees are done by a Copy Forward to a **TP** from the approved **TE**.

Authorization for the use of Commonwealth resources (State Parks or Motor Pool vehicles) is handled outside of the eMARS system. Departments are charged on the **IET** document by Parks or Motor Pool for the expense. The Department's Fiscal Officer will provide the Accounting Template to the traveler.

Only one type of Travel Authorization document is used:

- **Travel Authorization – (TE):** For all in-state and out-of-state travel; the travel destination defines the approval roles required. All out-of-state travel must be approved on the **TE** document by the Office of the Controller.

Refer to the “Commonwealth of Kentucky’s Administrative Regulation on Travel Expense and Reimbursement (200 KAR 2:006)” to determine if your trip is considered in state, out of state, or out of country and confer with your agency to determine if a Travel Authorization is required for your trip.

### **TRAVEL PAYMENT VOUCHER**

Travelers may request reimbursements for business-related expenses including mileage and per diem reimbursements by using the **Travel Payment Voucher (TP)** documents. On these documents, the traveler indicates the trip destination(s), trip purpose, trip dates, mileage and expenses. The eMARS system does not calculate the per diem reimbursement for the traveler, nor the mileage for reimbursement payments. The **TP** documents may be created without having a related **Travel Authorization (TE)** document. If a **TE** document was created, then the traveler will **COPY FORWARD** to create the **TP** document.

Only one type of Travel Reimbursement document is used:

- **Travel Reimbursement – (TP):** For all in-state and out-of-state travel.

### **TRAVEL EVENT TYPES**

Event Types are used on the Accounting line to signify what posting codes will be used while bringing in specific rules for data entry concerning reference transactions, customer codes, vendor codes and all defined chart of account elements in the system.

The user can either enter the event type, or it defaults for a document with a stated default event type. The user can select an event type and name combination from the pick list for a particular document event code. The system will never default an event type over one entered by a user. If the data entered is not correct for the event type, error messages will be issued.

There are two valid event types. **XTR1** is the default on the **TE** document and **TR04** is the default for the **TP** document.

## **ACCOUNTING TEMPLATES**

Accounting templates provide the ability to save frequently used chart of accounts data for use in subsequent document creation. These templates are used to populate fund and detail accounting elements on documents.

In order to reduce data entry and minimize errors, departments can establish standard accounting templates of information that can be provided when processing documents. Using these templates, the amount of time it takes to enter new documents is reduced. Templates also make it easier for those unfamiliar with the chart of accounts to process documents.

### *Basics of the Accounting Templates:*

- Accounting templates are invoked when the document is validated
- Any accounting elements that have already been entered on the document are not overlaid with values from the accounting template that is selected. Therefore, accounting templates only default values to blank fields
- After the template is applied, the values that are replaced by the user will be maintained

Each accounting template will be determined by cabinet. The **Accounting Template** field, found in the **Accounting** section, on the **TE** and **TP** document must be populated by the user, and may be selected from a pick list.

## **TRAVEL OBJECT CODES:**

Only selected Object Codes can be used on the **TE** and **TP** documents. The **VDOCOBJ** table will list the valid Object Code available for travel expenses. The most widely used are **E361** for In-State travel expenses, **E362** for Out-of-State Travel and **E363** for Non-State employee travel expenses.

## **TRAVEL DESTINATION**

The travel destination will be In-State (**IS**) or Out-of-State (**OS**). The user will select the destination code which has the correct mileage rate assigned to it for the current period. The **IN** and **OS** codes are established on the Destination (**DSTN**) table.

## **INTERNAL RESOURCES**

Internal resources are organizations within the Commonwealth which provide travel-related services to travelers and who are paid directly for those services. Examples of two internal resources are the State Parks and the Motor Pool. Commonwealth travelers may opt to stay at a State Park or to use a State Motor Pool vehicle when traveling. However, the traveler should follow the policies and procedures as defined by their agencies and the Commonwealth when using these internal resources. The estimated expense for the use of internal resources must be approved prior to taking the trip, because the cost must be directly charged to the traveler's agency (i.e., the Accounting Template must be provided by the Fiscal Officer to the traveler so that it can be relayed to State Parks or Motor Pool).

## **ADVANTAGE TABLES**

- **DSTN:** To locate the **IS** and **OS** codes with associated mileage rates
- **TDET:** A list of valid expense types, (i.e. mileage reimbursements-you can verify the mileage reimbursement rate)
- **VDOCOBJ:** List of Commodity Codes available to be used on Travel Documents (**TE/TP**)

## TRAVEL AUTHORIZATION AND EXPENSE REIMBURSEMENT PROCESS OVERVIEW

### TRAVEL AUTHORIZATION AND EXPENSE REIMBURSEMENT PROCESS OVERVIEW

The traveler is responsible for determining whether a trip is in state or out of state (out of country will be processed as out of state) (as defined by the Commonwealth's Travel Regulations) and for submitting a Travel Authorization for prior approval as required. The user/traveler is also responsible for creating a Travel Payment Voucher to document their expenses. Approval of the Travel Payment Voucher then initiates reimbursement to the traveler. The approvers are responsible for reviewing and approving travel documents. The user can generate registration advances and reimburse travelers after the documents have been approved and are listed in **FINAL** status on the **DOCUMENT CATALOG**.

### INTERNAL RESOURCE EXPENSE PAYMENT PROCESS OVERVIEW

Internal resources, as described earlier, are organizations within the Commonwealth that provide travel related services and are directly paid for those services. Two examples are the State Parks and the State Motor Pool.



State Park



Motor Pool

When reserving a motor pool vehicle or a room at a state park, the traveler provides Motor Pool and State Parks with an "Accounting Template". By entering an Accounting Template, Motor Pool/State Parks can capture where charges are applied. This document (**IET**) is submitted by Motor Pool/State Parks. The traveler's department does not apply an approval to the **IET** document created by Motor Pool/State Parks.

## **REQUEST FOR AUTHORIZATION TO INCUR TRAVEL EXPENSES**

EXAMPLE: The Traveler needs to attend a four-day training conference. He contacts the State Park and Motor Pool for the availability of a room and a state vehicle. After making a reservation with the State Park and Motor Pool, he completes a **TE** document in eMARS. After the **TE** document is approved by his agency and is listed in FINAL status on the **DOCUMENT CATALOG**, the Traveler will provide the State Park and Motor Pool with the **Accounting Template** for their department.

## **REQUEST FOR REIMBURSEMENT OF BUSINESS RELATED EXPENSES**

EXAMPLE: After the Traveler has checked out of the State Park and returned the state vehicle, State Parks and Motor Pool will create **IET** documents to transfer funds for the authorized charges. To reimburse the Traveler for his out-of-pocket expenses, he will need to create a **TP** document. The Traveler must submit all of his expenses for reimbursement. The user begins by creating a new **TP** document from the approved **TE** document by doing a **COPY FORWARD**. After all necessary trip information and related expenses have been accounted for, the user submits the **TP** document for approval. The system validates that the trip does not violate any organizational travel policies as defined within the system. After the **TP** document has been properly approved, the system generates the necessary accounting entries and automatically schedules the Traveler's reimbursement. If the traveler's email address is provided in the Vendor Contact Email field, an email will be sent to the employee notifying them of the date and amount of the upcoming **EFT**.

## **TRAVEL AUTHORIZATIONS**

In eMARS, a Travel Authorization must be submitted for out-of-state travel. Travel authorizations may also be submitted for in-state travel to record employee-reimbursable expenses and registration advances to vendors. The traveler does not submit a travel authorization document for state parks and motor pool, but the expense can be approved in advance on a **TE** document.

- For the current mileage rate and the listing of high-rate destinations, refer to the Office of the Controller’s website to view the following forms (see screen shot on the following page):
- - Mileage Rate
  - FAP120-17-03
  - Employees Travel Regulation

**Controller’s Office website:**  
<http://finance.ky.gov/internal/travel/>



- With eMARS, it is required that the **TE** document for out-of-state travel be submitted electronically (instead of on paper)
- All out-of-state **TE** documents must be approved by the Office of the Controller before the traveler leaves on the trip
- In order for the document to be approved, the **TE** document must contain ALL expense types. The purpose of this is to show the TOTAL cost of the trip. The total cost includes expenses for registration advance, employee reimbursement and a Business Travel Account (**BTA**), which is used when Airfare is purchased
- A “non-accounting” event type (**XTR1**) is used so funds are not encumbered

- A **TE** document can be modified, unless a Travel Payment (**TP**) document has been submitted for each vendor on the **TE** document
- Travel authorizations with both employee-reimbursable expenses and a registration advance contain at least two vendor lines: one for the employee and the other for the vendor receiving the registration advance

Sample Travel Authorization

The screenshot displays the eMARS Advantage web application interface. At the top, the browser address bar shows 'http://kyemarsdev.state.ky.us/ - AMS Advantage - Windows Internet Explorer'. The application header includes the 'AMS Advantage' logo and navigation tabs for 'Procurement', 'Accounts Payable', 'Accounts Receivable', 'Budget', and 'Cost Accounting'. The main content area is titled 'Travel Encumbrance(TE)' and shows document details: Dept: 758, ID: 1300000002, Ver: 1, Function: New, Phase: Draft, and Modified by: HHW0004, 03/27/2012.

The 'Vendor' section shows 'Total Lines: 2', 'Vendor Line: 1', 'Vendor Customer: VC0000075468', and 'Legal Name: MICROTEK SOLUTIONS'. Below this is a table of vendor lines:

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	VC0000075468	MICROTEK SOLUTIONS	\$250.00
2	LTS0024	Ky A Traveler	\$530.00

The 'General Information' section contains the following fields:

- Vendor Customer: VC0000075468
- Legal Name: MICROTEK SOLUTIONS
- Alias/DBA: (empty)
- Address Code: AD001
- Address Line 1: PO BOX 14320
- Address Line 2: (empty)
- City: SPRINGFIELD
- Vendor Contact ID: PC001
- Vendor Contact Name: Amanda Jones
- Vendor Contact Phone: 866-345-2737
- Vendor Contact Phone Ext.: (empty)
- Vendor Contact Email: amanda@mtksol.com
- Fax: (empty)
- Fax Extension: (empty)

At the bottom, there are sections for 'Travel Information' (Destination Name: OUT-OF-STATE 45 CENTS POV), 'Travel Encumbrance' (Line: 1, Expense Type: 2), 'Accounting' (Total Lines: 1, Accounting Line: 1, Line Amount: \$250.00, Line Open Amount: \$250.00), and 'Posting' (Total Lines: 0, Posting Line: none). Navigation buttons like 'Save', 'Undo', 'Insert New Line', 'Insert Copied Line', 'Edit with Grid', 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close' are visible at the bottom of the interface.

## EMPLOYEE REIMBURSEMENTS

Employee reimbursements are processed on the Travel Payment (**TP**) document. This document is required for both in-state and out-of-state travel. eMARS does not automatically calculate “allowable” per diem reimbursements or indicate whether a travel destination is a “high rate” or “low rate” destination as outlined in the Commonwealth’s eMARS Travel Policy. The approver needs to review the per diem entered to ensure that they are in compliance with the policies.

- For the current mileage rate and the listing of high-rate destinations, refer to the Office of the Controller’s website to view the following forms:
  - Mileage Rate
  - Fap120-17-03
  - Employees Travel Regulation

- Only a **TP** must be submitted for in-state travel; a **TE** is not required for in-state travel, but it is recommended if the travel plans are made in advance
- The **TP** document in eMARS can be generated by using the **Copy Forward** feature on the applicable **TE** final phase document (if an authorization was prepared for the referenced trip)
  - **Copy Forward** enables the user to copy pertinent information from an existing document into a new document type whose purpose is to reference or liquidate the source document. This function expedites data entry and simplifies document referencing between documents with a large number of lines. Please refer to the eMARS #101 Intro to eMARS “on line” course for an example demonstrating the **Copy Forward** feature.

AMS Advantage

Welcome, Connie Downey

Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

Travel Encumbrance(TE) Dept: 758 ID: 1300000002 Ver.: 1 Function: New Phase: Final Modified by: HH/W0004, 03/27/2012

Header

General Information Contract Details Extended Description Contact Document Information

Document Name: KY A TRAVELER Cited Authority: 200KAR2.006

Record Date: 03/27/2012 Budget FY: 2013 Fiscal Year: 2013 Period: 12

Document Description: Travel Request for Training in Nashville TN

Travel Reimbursement

Total Encumbrance Required: \$780.00  
Actual Amount: \$780.00  
Closed Amount: \$0.00  
Closed Date:  
Open Amount: \$780.00  
Open Accrual Amount: \$0.00  
Referenced Amount: \$0.00

Vendor: Total Lines: 2 Vendor Line: 1 Vendor Customer: VC0000075468 Legal Name: MICROTEK SOLUTIONS

Travel Information: Destination Name: Out-of-State 45 cents POV

Travel Encumbrance: Line: 1 Expense Type: 2

Accounting: Total Lines: 1 Accounting Line: 1 Line Amount: \$250.00 Line Open Amount: \$250.00

Posting: Total Lines: 1 Posting Line: 1

Edit Copy Copy Forward Discard Print Processing Workflow File Close

*This screen appears after clicking **Copy Forward** on the previous screen*

AMS Advantage

Welcome, Connie Downey

Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

eMARS 3.9 UAT - Financial

Copy Forward

From Document

Category: ABS Doc Dept: 758  
Type: ABS Doc Unit: D758  
Code: TE ID: 1300000002  
Select Entire Document:  Version: 1

To Document

Doc. Department Code: 758 Document Id:   
Unit Code: D758 Auto Numbering:

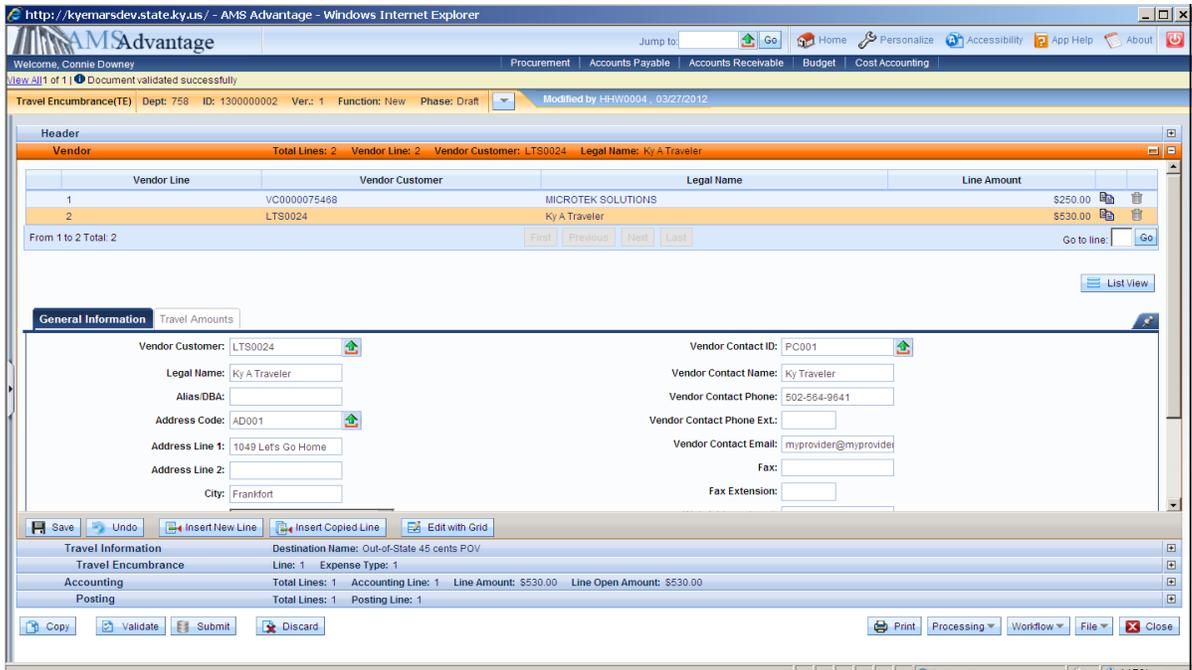
Target Doc Type	Target Doc Code	Description
ABS	TA	Create TP from TE
<input checked="" type="checkbox"/>	TP	Create TP from TE

First Prev Next Last

OK Cancel

- A TP can be submitted at two different times, before the travel (i.e. vendor registration advance) and after the travel (employee reimbursement for mileage, meals, etc...)
  - Before Travel
    - If a **TP** document is created as a standalone document (Not **Copy Forward**), only one vendor line should be entered for registration advances. The employee vendor line should not be entered.
    - If the **TP** document was created by using **Copy Forward** from a previously approved **TE**, then the employee reimbursement line present on the **Vendor** line of the **TP** must be deleted before entering the registration advance information in the **Travel Expenses** and **Accounting** subsections
  - After Travel
    - If a registration advance line is present on the **Vendor** line of the **TP** (as a result of **Copy Forward**), then it must be deleted before entering the employee reimbursement information in the **Travel Expenses** and **Accounting** sections.
    - If it is a standalone **TP**, only the employee **Vendor** line (or lines if more than one employee) needs to be entered.

*Create TP before travel to be reimbursed for a registration advance (Vendor 1). Click the Trash Can icon to delete the employee (Vendor 2), as you have not yet traveled and incurred the expense*



- From a **TP**, an Automated Disbursement (**AD**) or an Electronic Fund Transfer (**EFT**) is automatically generated by the system
- A **TP** document can be modified, unless a check or **EFT** has been generated for each vendor on the **TP** document
- If the employee email is provided in the **Vendor Contact Email** field, an email will be sent to the employee notifying them of the date and amount of the upcoming **EFT**

## INTERNAL BILLINGS

Authorization for the use of Commonwealth resources (State Parks and Motor Pool) is handled outside of eMARS. The IET document is used to transfer the expense from the traveler's department to Motor Pool or Parks.

When reserving a motor pool vehicle or a room at a state park, the traveler will provide an Accounting Template to capture the Accounting classification elements for Motor Pool and State Parks' to charge when they create their Internal Reimbursement document (**IET**). The Agency Fiscal Officer will provide the Accounting Template to the traveler.

NOTE: The Agency Fiscal Officer is responsible for any errors on the **IET** document; the Agency Fiscal Officer will be notified if errors exist. In this case, you will correct the errors, save the document, and notify State Parks or Motor Pool that the document can then be submitted.

## USEFUL INQUIRIES

Access these queries during this session and think about how you can integrate them into your work processes.

Page ID/Name	Suggestions for When to Use
Destination ( <b>DSTN</b> ) table	When you need to find <b>IS</b> and <b>OS</b> codes
Travel Destination Expense ( <b>TDET</b> ) table	Refers to a list of valid expense types (i.e. mileage reimbursement—you can verify the current mileage reimbursement rate)
Valid Object Codes for Travel Expenses ( <b>VDOCOBJ</b> ) table	Lists approved Object Codes to be used on the <b>TE</b> and <b>TP</b> travel documents

## **APPROVALS & ROUTING**

Out-of-state travel authorizations (**TE**) require approval not only from the traveler's agency but also from the Office of the Controller. All approvals for travel reimbursements (**TP**) and in-state travel authorizations (**TE**) reside in each agency. Motor Pool/State Parks approve the **IET** documents.

## **SUMMARY OF TOPIC**

### **Keys to Success**

- When seeking a travel authorization for out-of-state travel, it is required to submit the **TE** document in the system
- The **TE** document is optionally used for in-state (**IS**) and required for out-of-state (**OS**) travel
- For any Travel document, the user does not select specific destinations
- The destination on the **TE** document represents whether the travel is in-state or out-of-state and also has the correct mileage rate assigned to it
- Access the Office of the Controller's website (<http://finance.ky.gov/internal/travel/>) to view the Commonwealth's Travel Policies—mileage reimbursement rate, high/low rate destinations and allowable “per diem” meal rates

### **Travel Documents**

- Travel Authorization (**TE**)—The traveler is **required** to submit a travel authorization document in the system for out-of-state travel. Travel authorizations may also be submitted for in-state travel to record employee-reimbursable expenses and registration advances to vendors.
- Travel Payment (**TP**)—This document is used for both in-state and out-of-state travel. A **TP** can be submitted at two different times, before the travel (i.e. vendor registration advance) and after the travel (employee reimbursement for mileage, meals, etc...).
- Internal Reimbursement (**IET**)—Used when reserving a motor pool vehicle or a room at a state park, the traveler provides Motor Pool and State Parks with an “Accounting Template”. By entering an Accounting Template, Motor Pool/State Parks can capture where charges are applied. This document is submitted by Motor Pool/State Parks.



**In this topic, we have discussed:**

- The major concepts in eMARS Travel: Travel Authorization; Travel Payment Voucher; Travel Event Types; Travel Object Codes; Destination Codes; Internal Resources; and Travel Tables and;
- The Travel Authorization and Expense Reimbursement process and Internal Billing between State Agencies



**Are there any questions concerning the information covered in this topic?**

## **TOPIC 2 - TRAVEL AUTHORIZATION DOCUMENTS (TE)**

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### **PURPOSE**

The purpose of this topic is to describe the **Travel Authorization (TE)** document in eMARS and provide hands on experience working with the document. During this topic, we will walk through the creation and submission of a **TE** document with multiple vendors and view select tables that infer information into the fields on the **TE** document. The **TE** document is used to authorize In-State and Out-Of-State travel for the Commonwealth of Kentucky. Out-of-State travel must be authorized by the Office of the Controller before the travel takes place.

### **OBJECTIVES**

By the completion of this topic you will be able to:

- Describe the **TE** document
- Create and process a **TE** document
- Name the tables that users pull information from in the creation and processing of a Travel Authorization document

**WHEN TO PROCESS A TE DOCUMENT**

1. Need Prior Approval for travel (Required for Out-of-State travel)
2. Advance Registration Fee

**NOTE:** A traveler can be either a state employee or non-employee traveling on behalf of the Commonwealth. Travelers can complete and submit **TE** documents electronically using eMARS. It is the user's/traveler's department responsibility to initiate the Travel Authorization process per the travel policy governing the travel. Once the **TE** document is submitted, edited for compliance with travel policies, and approved and run by the staff, it will be in FINAL status in eMARS. If any Registration Fees were requested, the user/traveler will create the **TP** by doing a **COPY FORWARD** from the **TE** to pay the vendor. In order to pay the vendor for the registration fee, a separate vendor line must be included on the **TE** for the company/organization providing the training.



**SCENARIO**

***TE Document** – The traveler is going to attend a training course in Nashville, TN. He will use his own vehicle and have mileage expense, meals expense and lodging. There is a registration fee of \$250.00 to be paid to the vendor.*

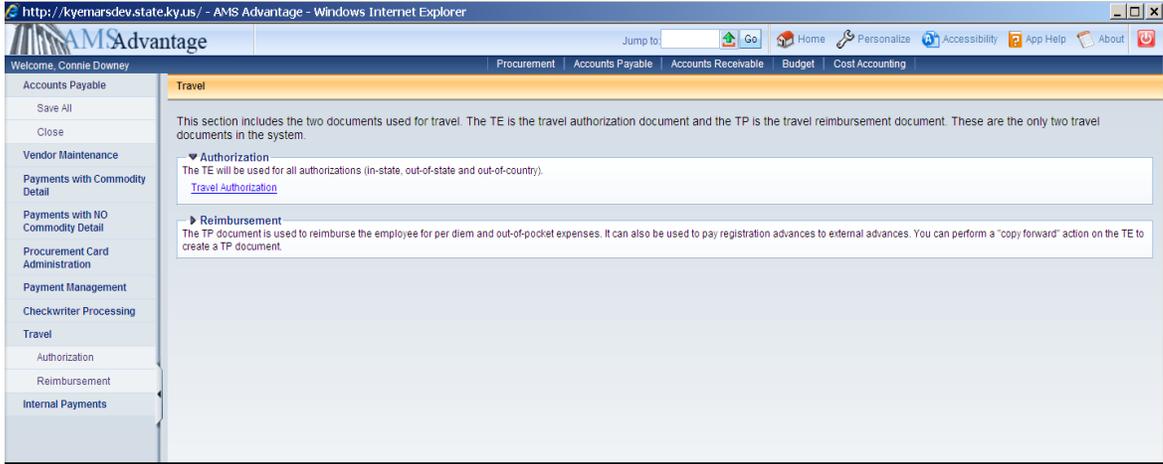
Trip Itinerary	Trip Expenses
Leave Frankfort 4:30 p.m. Day 1	Per Diem: \$91.00
Arrives in Nashville 8:30 p.m. Day 1	Lodging: \$125.00 per night x 2
Leaves Nashville 5:30 p.m. Day 3	420 POV @ \$.45: 189.00
Arrives in Frankfort 9:30 p.m. Day 3	Registration Fee: \$250.00

This **TE** will have 2 vendor lines so two payments can be initiated at two different times, before and after the travel. Multiple travelers can be authorized and paid on the same **TE** document provided separate traveler/vendor lines are set up for each traveler.

**Task**

Enter a new Travel Authorization (TE) document to authorize the travel expenses.

1. In the Primary Navigation panel, **click Accounts Payable**.
2. In the Secondary Navigation panel, **click Travel**. Several options open.
3. **Click on Travel Authorization (TE)**.



4. Click on the **Create** at the top of the page and **enter the following information**:

Required Fields	Values
Dept	<b>See your Student Card</b>
Document	<b>TE</b>
Unit	<b>See Student Card</b>
Auto number	<b>Select this option</b>

**Note: Write down the Document ID that is generated from auto numbering. You will need it in Exercise 2, Step 2.** \_\_\_\_\_

Select **Create** again to generate your new **TE** document. The document opens on the Header section.

**NOTE:** There are 2 viewing options when working in eMARS documents. The List View is similar to the view in 3.6 eMARS. We will use Tab View. This will allow us to see more of the screen by clicking on Tabs instead of scrolling up and down the document page.

5. Expand the **General Information** section and **enter the following data**.

Required Fields	Values
Document Name	Optional – Traveler’s Name, Purpose of Trip, etc
Document Description	Travel Request for Training in Nashville, TN
Cited Authority	Click the Pick List and select Travel Reimbursement

**1<sup>st</sup> Vendor for Registration Advance**

6. Click on the **Vendor** section in the Secondary Navigation Panel. Click on **Insert New Line**. Enter the following data in the **General Information** section:

**STOP:** The Vendor Pick List is temporarily inoperable.

We will use the GO TO at the top of the page to locate the Vendor Code.

1. Go to top of screen, see Jump To
2. Type VCUST in the field
3. Click on the GO box
4. The search screen will appear, type in Legal Name: Microtek\*
5. Click Ok, the Vendor record will open, see the Vendor Code
6. Highlight the VC Code, VC0000075468
7. Hold down the Control Key and press the C key to copy
8. Click Close in the top left corner, this will take you back to your TE
9. Click in the Vendor Code field
10. Hold down the Control Key and press the V key to paste the VC# into the field
11. Click Save to see the Vendor’s information
12. Optionally, you may have to select a different vendor address by clicking on the Pick List for the Address Code

Vendor Customer	Click the Pick List. Enter the vendor name (MicroTek) in the Legal Name field and click Browse. Select MicroTek, <b>Vendor 1 on your Student Card</b> .
Address Code	Click the Pick List and Select the appropriate address or click Validate to infer the default address.

7. Click on **Travel Information** in the Secondary Navigation Panel. Click on **Insert New Line**. Enter the following data:

Required Fields	Values
Travel Start Date	<b>One Week ago</b>
Travel End Date	<b>5 days ago</b>
Purpose of Travel	<b>Select from the Drop Down menu Training</b>
Destination	<b>Click the Pick List and Select OS-POV45 for Out of State travel</b>
Mode of Transportation	<b>Select from the Drop Down menu Personal Car</b>

8. Click the Copy Line icon  to the left of the **Travel Information** line. This will be used later in step 12.

9. Click on **Travel Encumbrance**. Click on **Insert New Line**. Enter the following data:

Required Fields	Values
Date	Today's date
Travel Expense Type	Select from the Drop Down menu <b>Registration</b>
Document Description	<b>Traveler's Name and Phone Number</b> <b>Computer course in Nashville, TN</b>
Estimated Expense	<b>250.00 (the amount of the registration fee)</b>

10. Click on **Accounting** in the Secondary Navigation Panel. Click on **Insert New Line**. Enter the following data:

Required Fields	Values
Accounting Template	<b>See Student Card</b>
Line Amount	<b>250.00 (the amount of the registration fee)</b>

11. In the **Fund Accounting** section, Enter **E362** in the **Object** field.

12. Click Validate to check for errors. If there are errors, a Red will appear at the top of the screen. Correct the fields and Validate again until successful.

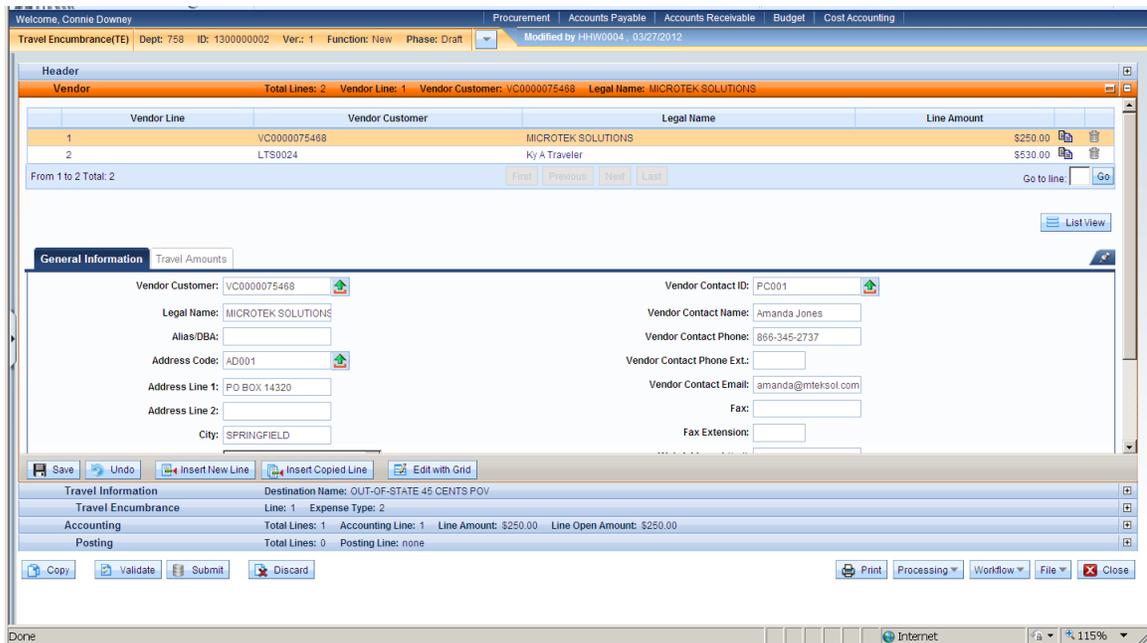
<b>2<sup>nd</sup> Vendor for Employee Reimbursement</b>
---

13. Go to the **Vendor** section in the Secondary Navigation panel, click **Insert New Line**. Enter the following data in the **General Information** section:

**STOP:** The Vendor Pick List is temporarily inoperable.

We will use the GO TO at the top of the page to locate the Vendor Code.

1. Go to top of screen, see Jump To
2. Type VCUST in the field
3. Click on the GO box
4. The search screen will appear, type in Legal Name: Ky A Traveler
5. Click Ok, the Vendor record will open, see the Vendor Code
6. Highlight the VC Code, LTS0024
7. Hold down the Control Key and press the C key to copy
8. Click Close in the top left corner, this will take you back to your TE
9. Click in the Vendor Code field
10. Hold down the Control Key and press the V key to paste the VC# into the field
11. Click Save to see the Vendor's information
12. Optionally, you may have to select a different vendor address by clicking on the Pick List for the Address Code



Vendor Customer	See Student Card. <b>Use Employee/Traveler Kentucky A Traveler on the Student Card</b>
Address Code	Click the Pick List and <b>Select Address Code</b>

14. Click **Save** at the bottom of the screen. See the Vendor information populate.
15. Click on **Travel Information**. Click on **Insert Copied Line to insert the line copied in Step 7.**
16. Click on **Travel Encumbrance**. Click on **Insert New Line**. Enter the following Mileage data:

Required Fields	Values
Date	<b>5 days ago</b> (same as Travel End date in step 6)
Travel Expense Type	<b>Select</b> from the Drop Down menu <b>Transportation</b>
Description	<b>Mileage from Frankfort to Nashville, roundtrip (420 miles X \$.45 = 189.00)</b>
Estimated Expense	<b>189.00</b>

**To enter multiple employee reimbursements:**

17. Click on **Insert New Line**. Enter the following Lodging data:

Required Fields	Values
Date	<b>5 days ago</b> (same as Travel End date in step 6)
Travel Expense Type	<b>Select</b> from the Drop Down menu <b>Lodging</b>
Description	<b>2 nights @ \$125 per night</b>
Estimated Expense	<b>250.00</b>

18. Click on **Insert New Line**. Enter the following Meal data:

If the traveler is being reimbursed for a dinner meal and did not have overnight lodging, that dinner is W2 REPORTABLE.

Required Fields	Values
Date	<b>5 days ago</b> (same as Travel End date in step 6)
Travel Expense Type	<b>Select</b> from the Drop Down menu <b>Meal Total</b>
Description	<b>7 meals, high rate destination in Nashville, TN (2 x \$8, 2 x \$9, 3 x \$19)</b>
Estimated Expense	<b>91.00</b>

NOTE: You will have to refer to the Office of the Controller’s website to decide if Nashville is a high or low rate destination and the per diem allowances for meals. For this example, breakfast is \$8, lunch is \$9 and dinner is \$19. (Average per diem is \$7 for breakfast, \$8 for lunch and \$15 for dinner)

19. Click on **Accounting** in the Secondary Navigation Panel. Click on **Insert New Line**. Enter the following data:

Required Fields	Values
Accounting Template	<b>See Student Card</b>
Line Amount	<b>530.00 (\$189.00 + \$250 + \$91)</b>

20. In the **Fund Accounting** section, Enter **E362** in the **Object** field.

21. Select **Save**.

22. Select **Validate**.

23. Correct any errors, and select **Validate** again.

If your document contains errors, you will need to correct them. Error messages appear at the top of the screen. Click on the **VIEW ALL** link to see the errors. Once you have corrected all errors, Validate again. When your document has validated **SUCCESSFULLY**, you can **SUBMIT** your document into Workflow for approvals.

24. Select **Submit**.

For training purposes we will submit the document and it will go to FINAL status so that we can use it in the next exercise. However, this IS NOT true in the production environment.

**25.** Click **Close** to exit the document.

<b>Conversion Chart From Standard Time to Military Time</b>			
<b>Standard</b>	<b>Military</b>	<b>Standard</b>	<b>Military</b>
01:00 AM	01:00	01:00 PM	13:00
02:00 AM	02:00	02:00 PM	14:00
03:00 AM	03:00	03:00 PM	15:00
04:00 AM	04:00	04:00 PM	16:00
05:00 AM	05:00	05:00 PM	17:00
06:00 AM	06:00	06:00 PM	18:00
07:00 AM	07:00	07:00 PM	19:00
08:00 AM	08:00	08:00 PM	20:00
09:00 AM	09:00	09:00 PM	21:00
10:00 AM	10:00	10:00 PM	22:00
11:00 AM	11:00	11:00 PM	23:00
12:00 PM	12:00	12:00 AM	00:00

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## **TOPIC 3 - TRAVEL PAYMENT VOUCHER (TP) VIA COPY FORWARD FROM A TE**

---

### **PURPOSE**

The purpose of this topic is to provide hands-on experience in submitting travel related expense information and requesting reimbursement for these expenses. Also, you will have the opportunity to prepare a **Travel Payment Voucher (TP)** document using the COPY FORWARD feature from an approved **Travel Authorization (TE)**.

### **OBJECTIVES**

By the completion of this topic, you will be able to:

Describe the **TRAVEL PAYMENT VOUCHER** process via COPY FORWARD

Process the **TP** document and

## **TRAVEL PAYMENT VOUCHER FROM A TRAVEL AUTHORIZATION**

For all Out-of-State or Out-of-Country travel, a **TE** document will be required prior to traveling in order to request authorization for the trip. In these situations, the **COPY FORWARD** must be used to create the **TP** Document. This procedure will eliminate redundant data entry work and ensures the expenses on the **TE** documents are properly accounted for on the **TP** Document.



### **SCENARIO**

*This is a two part Scenario. We will use the same **TE** used in the previous topic.*

**1<sup>st</sup> Part:** *Before attending the conference, you would like to pay the vendor for your registration fee of \$250 for the computer training course. Create a **TP** document by using **Copy Forward** (from the **TE**) and **Validate** it.*

**2<sup>nd</sup> Part:** *After attending the conference, you would like to be reimbursed for lodging (\$245), meals (\$91) and mileage (205 miles each way). These are the actual expense amounts and differ from the amounts estimated on the **TE**. Create another **TP** document by using **Copy Forward** (from the **TE**) and **Validate** it.*

### **TASK**

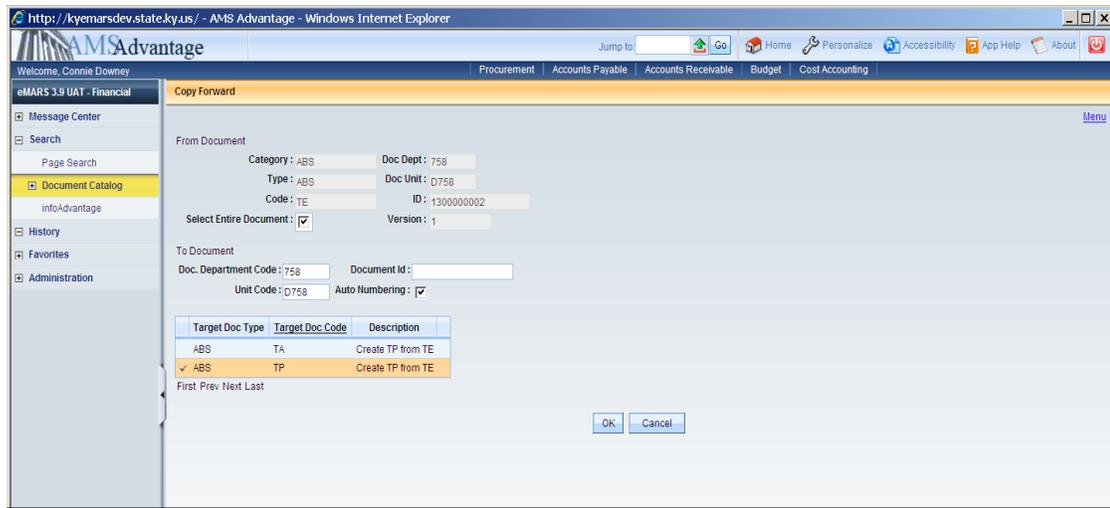
Enter a new Travel Payment (**TP**) document to pay the vendor for your registration fee.  
**Before Travel, locate the Travel Authorization in FINAL status on the Document Catalog.**

1. Click **Home**. Click **Search**. Click **Document Catalog**. Search by the information below.
2. Click on **Browse** at the top of the page and enter the following information:

Required Fields	Values
Dept	See Student Card
Document	TE
Unit	See Student Card
Auto number	Enter the Document ID that you wrote down in Exercise 1, Step 2

3. The document opens on the **Header** section. Click **Copy Forward** at the bottom of the screen.
4. The **Copy Forward** page will open. Enter the following information:

Required Fields	Values
Doc Department Code	See Student Card
Unit	See Student Card
Auto number	Check this box



5. Select the line with the **TP** option. Click **OK**.

**NOTE:** There are 2 viewing options when working in eMARS documents. The List View is similar to the view in 3.6 eMARS. We will use Tab View. This will allow us to see more of the screen by clicking on Tabs instead of scrolling up and down the document page.

6. The document opens on the **Header** section. Select **General Information** section and enter the following data.

Required Fields	Values
Document Name	OPTIONAL - Automatically defaults from the TE
Document Description	Automatically defaults from the TE
Cited Authority	Automatically defaults from the TE
Type of Payment	Select from the Drop Down menu <b>Travel Expense</b>
Purpose of Travel	Select from the Drop Down menu <b>Training</b>
Travel Departure Date	One week ago
Travel Departure Time	16:00
Travel Return Date	5 days ago
Travel Return Time	18:00

**NOTE:** Military time is used when you have to enter a time.

7. Click on the **Vendor** section. All vendors from the original **TE** document will be present. Delete Kentucky A Traveler by clicking the Trash Can icon to the right of the line (because you are paying Vendor line1 only). Click **OK**. NOTE: This only removes the Vendor line from the **TP** document, not the original **TE** document.

If the Vendor is set up to receive payments via EFT, and you want a payment to the Vendor via paper check, go to the Disbursement Options section. In the Disbursement Format field, choose REG from the drop down box. This will override the EFT payment method set up on the vendor record and allow a paper check to be sent to the vendor or back to your Agency. Disbursement Category STM will infer for an EFT payment.

8. Click on **Travel Expenses**. The Travel Encumbrances to do not carry over from the **TE**. Click on Insert New Line. Enter the following data:

Required Fields	Values
Record Date	Last day of Travel
Destination	Click the Pick List and Select <b>OS-POV45</b>
Actual Registration	250.00

9. Click **Accounting**. The data is automatically populated. The accounting was carried over from the **TE**. Verify that the accounting information on the **TE** is the same for the **TP**.
10. Click **Save**. Click **Validate**. Correct any errors and validate again.
11. Click **Submit**.
12. Click **Close** to exit the document.

NOTE: After the Traveler has returned, submitted his/her receipts and has requested reimbursement, locate the Travel Authorization in FINAL status on the Document Catalog.

13. Click **Home**.
14. Click **Search**.
15. Click **Document Catalog**. Search by the information below.

Required Fields	Values
Dept	See Student Card
Document	TE
Unit	See Student Card
Auto number	Enter the Document ID that you wrote down in Topic 1

16. Now to complete the TP for the Employee/Traveler: Enter the information below to locate the approved Travel Authorization: Click **Browse**.
17. The document opens on the **Header** section. Click **Copy Forward**.

**NOTE:** There are 2 viewing options when working in eMARS documents. The List View is similar to the view in 3.6 eMARS. We will use Tab View. This will allow us to see more of the screen by clicking on Tabs instead of scrolling up and down the document page.

18. The **Copy Forward** page will open. Enter the following information:

Required Fields	Values
Doc Department Code	See Student Card
Unit	See Student Card
Auto number	Check this box

19. Select the line with the **TP** option. Click **OK**.

20. The document opens on the **Header** section. Select **General Information** section and enter the following data:

Required Fields	Values
Document Name	OPTIONAL - Automatically defaults from the TE
Document Description	Automatically defaults from the TE
Cited Authority	Automatically defaults from the TE
Type of Payment	Select from the Drop Down menu <b>Travel Expense</b>
Purpose of Travel	Select from the Drop Down menu <b>Training</b>
Travel Departure Date	One week ago
Travel Departure Time	16:30
Travel Return Date	5 days ago
Travel Return Time	21:30

**NOTE:** Military time is used when you have to enter a time.

21. Click on the **Vendor** section in the Secondary Navigation Panel. All vendors from the original **TE** document will be present. Delete the first vendor line (MicroTek) by clicking the Trash Can icon to the right of the line (delete the first Vendor line because we are only paying the second Vendor, the employee). Click **OK**.

22. Click on **Travel Expenses**. Click on **Insert New Line**. Enter the following Lodging data:

Required Fields	Values
Record Date	Last day of Travel
Destination	Click the Pick List and Select <b>OS-POV45</b>
Actual Lodging	<b>245.00</b> (Est. Expense was \$5.00 lower than TE)

23. Click on **Insert New Line**. Enter the following Meal data:

Required Fields	Values
Record Date	Last day of Travel
Destination	Click the Pick List and Select <b>OS-POV45</b>
Breakfast	<b>16.00</b> (\$8 x 2)
Lunch	<b>18.00</b> (\$9 x 2)
Dinner	<b>57.00</b> (\$19 x 3)

24. Click on **Insert New Line**. Enter the following Mileage data:

Required Fields	Values
Record Date	Last day of Travel
Destination	Click the Pick List and Select <b>OS-POV43</b>
Miles	<b>410 Miles</b> (205 miles x 2 for round trip x \$.45= \$184.50) 10 miles less than TE

25. Click **Accounting**. Notice the **Event Type, Accounting Template, Line Amount, Reference** section and **Fund Accounting** section have been automatically populated from the TE document when you did the **Copy Forward**.

26. Choose Final from the Reference drop down box to close out the line. (Since the amount was less than the Travel Encumbrance line from the **TE**, the line will remain open if Partial is inferred and left on the accounting line.)

Required Fields	Values
Line Amount	520.50 (Lower than TE amount)

- 24. Select **Save**.
- 25. Select **Validate**.
- 26. Correct any errors, and select **Validate** again.
- 27. Select **Submit**. The document will be submitted into Workflow for approval(s).  
Congratulations! You have created a Travel Payment (**TP**) document.
- 28. Click **Close** to exit the document.

**ITINERARY TAB**

<b>Conversion Chart From Standard Time to Military Time</b>			
<u>Standard</u>	<u>Military</u>	<u>Standard</u>	<u>Military</u>
01:00 AM	01:00	01:00 PM	13:00
02:00 AM	02:00	02:00 PM	14:00
03:00 AM	03:00	03:00 PM	15:00
04:00 AM	04:00	04:00 PM	16:00
05:00 AM	05:00	05:00 PM	17:00
06:00 AM	06:00	06:00 PM	18:00
07:00 AM	07:00	07:00 PM	19:00
08:00 AM	08:00	08:00 PM	20:00
09:00 AM	09:00	09:00 PM	21:00
10:00 AM	10:00	10:00 PM	22:00
11:00 AM	11:00	11:00 PM	23:00
12:00 PM	12:00	12:00 AM	00:00



**In this topic, we have discussed:**

Processing a new **TP** Document

The tables affected by the creation and processing of **TP** Document transactions



**Are there any questions concerning the information covered in this topic?**

## **TOPIC 4 - TRAVEL PAYMENTS VOUCHER (TP)**

---

### **PURPOSE**

The purpose of this topic is to describe the **Travel Payment (TP)** document in eMARS and provide hands on experience working with the document. During this topic, we will walk through the creation and submission of a **TP** document for a traveler. The **TP** document is used to reimburse travelers for In-State, Out-Of-State and Out-Of-Country travel expenses incurred while traveling for the Commonwealth of Kentucky. Out-of-State travel must have been previously authorized by the Office of the Controller before the travel took place on a Travel Authorization (**TE**).

### **OBJECTIVES**

By the completion of this topic you will be able to:

- Describe the **TP** document
- Create and process a **TP** document

## WHEN TO PROCESS A TP DOCUMENT

1. Traveler has returned from their trip.
2. Traveler has submitted forms/receipts for reimbursable expenses

**NOTE:** A traveler can be either a state employee or non-employee traveling on behalf of the Commonwealth.



### SCENARIO

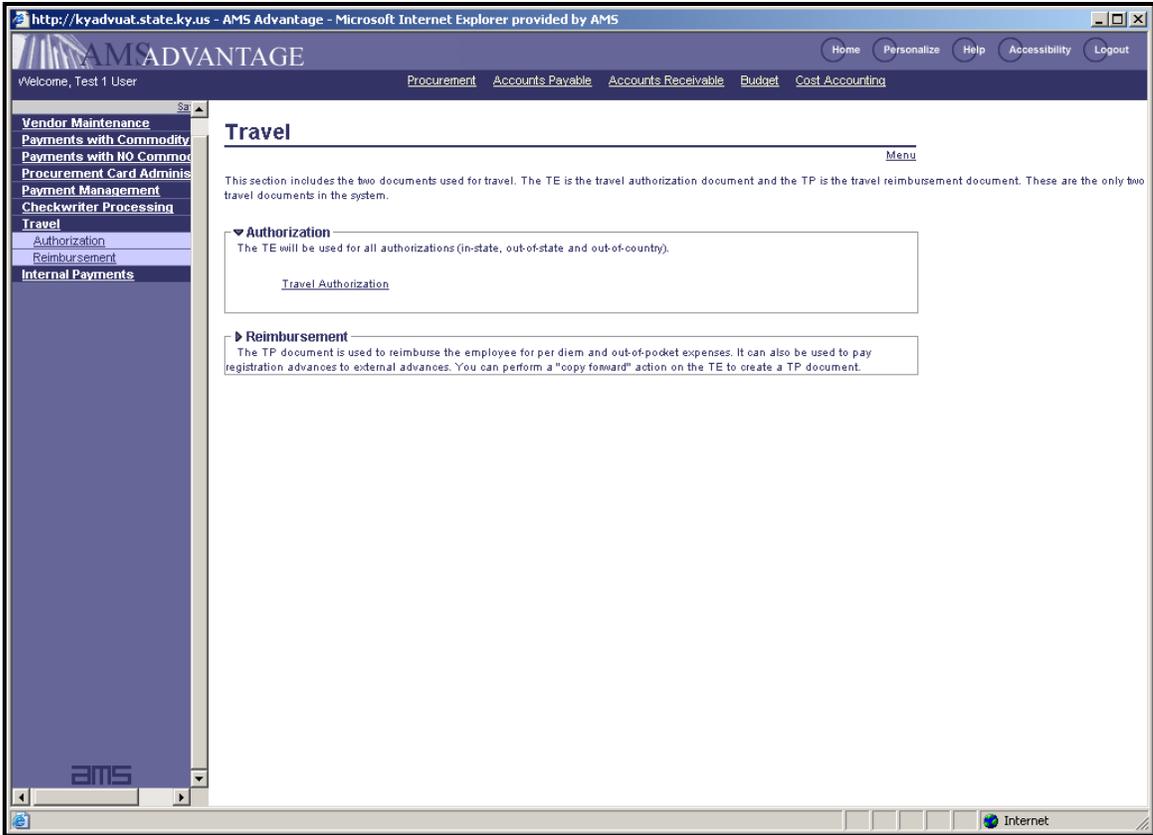
*TP Document – The traveler has returned from site visits in Bowling Green, KY and Elizabethtown, KY. He used a state vehicle, has meal expenses and lodging for 1 night.*

<b>Trip Itinerary</b>	<b>Trip Expenses</b>
Leave Frankfort 8:00 a.m. Day 1	Per Diem: \$38.00
Arrives in Bowling Green 10a.m. Day 1	Lodging: \$100.00 per night
Leaves Bowling Green 12:00 p.m. Day 2	Used Motor Pool Vehicle
Arrives in Elizabethtown 1:00 p.m. Day 2	
Leaves E-Town 4:00 p.m. Day 2	
Arrives in Frankfort 5:00 Day 2	

### TASK

Enter a new Travel Payment (**TP**) document to reimburse the traveler for eligible expenses.

1. In the Primary Navigation panel, **Click Accounts Payable.**
2. In the Secondary Navigation panel, **Click Travel.** Several options open.
3. **Click on Travel Reimbursement (TP).**



4. Click on the **Create** at the top of the page and **enter the following information:**

Required Fields	Values
Dept	<b>See your Student Card</b>
Document	<b>TP</b>
Unit	<b>See Student Card</b>
Auto number	<b>Select this option</b>

5. Click on **Create** to generate your new TP document. The document opens on the **Header** section.

**NOTE:** There are 2 viewing options when working in eMARS documents. The List View is similar to the view in 3.6 eMARS. We will use Tab View. This will allow us to see more of the screen by clicking on Tabs instead of scrolling up and down the document page.

6. Expand the **General Information** section and **enter the following data.**

Required Fields	Values
Document Name	OPTIONAL – Site Visits
Document Description	Site Visits
Cited Authority	Select Travel Reimbursement
Type of Payment	Select from the Drop Down menu <b>Travel Expense</b>
Purpose of Travel	Select from the Drop Down menu <b>Field Visits</b>
Travel Departure Date	10 days ago
Travel Departure Time	08:00
Travel Return Date	9 days ago
Travel Return Time	17:00

7. Click on the **Vendor** section in the Secondary Navigation Screen.

8. Click **Insert New Line**. Enter the following data in the **General Information** section:

Vendor Customer	<b>Choose Kentucky A Traveler from the Pick List or use LTS0024 from your Student Card.</b>
Address Code	<b>Click the Pick List and Select the appropriate address or click Validate to infer the default address.</b>

**NOTE:** eMARS infers the remaining Vendor specific data in the Vendor tab once the **Travel Information, Travel Encumbrance** and **Accounting** information is complete and the **Validate** function is selected. Realize that the **Travel Information, Travel Encumbrance** and **Accounting** sections are subsets of each **Vendor**.

9. Click on **Travel Expenses** in the Secondary Navigation Screen.

10. Click on **Insert New Line**. Enter the following data:

Required Fields	Values
Record Date	9 days ago
Destination	Choose IS-POV45
Meal Expense	Breakfast 7.00, Lunch 16.00, Dinner 15.00

11. Click on **Travel Expenses**. Click on **Insert New Line**. Enter the following data:

Required Fields	Values
Record Date	9 days ago
Destination	Choose IS-POV45
Actual Lodging	\$100.00

12. Click on **Travel Expenses**. Click on **Insert New Line**. Enter the following data:

Required Fields	Values
Record Date	9 days ago
Destination	Choose IS-POV45
Other Transportation	48.00
Other Expenses Description	Motor Pool (To be paid by IET) NOTE: if you put information in the Other Transportation or Other Expenses fields, then you must enter a description in the Other Expenses Description field)

**NOTE:** We are recognizing all of the expenses associated with the trip on the Travel Expense Lines, HOWEVER, we will only reimburse the traveler for his/her out of pocket expenses by the amount we enter on the Accounting Section of the TP. The amount on the TP's accounting line will dictate the amount the traveler will be paid.

13. Click on **Accounting**. Click **Insert New Line**. Enter the following data:

Required Fields	Values
Accounting Template	See Student Card
Line Amount	\$138.00 (Total of the 2 expense lines)

**14.** In the **Fund Accounting** section. Enter **E361** in the **Object** field.

**15.** Select **Save**.

**16.** Select **Validate**.

**17.** Correct any errors, and select **Validate** again.

If your document contains errors, you will need to correct them. Error messages appear at the top of the screen. Click on the **VIEW ALL** link to see the errors. Once you have corrected all errors, Validate again. When your document has validated **SUCCESSFULLY**, you can **SUBMIT** your document into Workflow for approvals.

**18.** Select **Submit**.

For training purposes we will submit the document and it will go to **FINAL** status so that we can use it in the next exercise. However, this **IS NOT** true in the production environment.

**19.** Click **Close** to exit the document.

<b>Conversion Chart From Standard Time to Military Time</b>			
<b>Standard</b>	<b>Military</b>	<b>Standard</b>	<b>Military</b>
01:00 AM	01:00	01:00 PM	13:00
02:00 AM	02:00	02:00 PM	14:00
03:00 AM	03:00	03:00 PM	15:00
04:00 AM	04:00	04:00 PM	16:00
05:00 AM	05:00	05:00 PM	17:00
06:00 AM	06:00	06:00 PM	18:00
07:00 AM	07:00	07:00 PM	19:00
08:00 AM	08:00	08:00 PM	20:00
09:00 AM	09:00	09:00 PM	21:00
10:00 AM	10:00	10:00 PM	22:00
11:00 AM	11:00	11:00 PM	23:00
12:00 PM	12:00	12:00 AM	00:00